

**Workforce Development and Planning Advisory Council**  
**Meeting Minutes**  
**June 20, 2012**  
**1:00 - 4:00 p.m.**

**Members Present:** Janet Kelly, Department of Administration; Tim Burton, Department of Justice; Mike Cooney, Department of Labor and Industry; Arlynn Fishbaugh, Montana Arts Council; Tom Livers, Department of Environmental Quality; Alan Peura, Department of Revenue; Madalyn Quinlan, Office of Public Instruction; Tim Reardon, Department of Transportation; Amy Sassano, Office of Budget and Program Planning; Dore Schwinden, Department of Commerce; Jane Smilie, Department of Public Health and Human Resources

**Members Absent:** Dick Clark, Department of Administration; Lesa Evers, Office of Indian Affairs; Mike Ferriter, Department of Corrections

**Guests:** Tom Antonick, Joy Conquergood, James Fehr, Donna Hansen, Ken McElroy, Jane McKinney, Diana Piccono, Brent Rabe, Kila Shepherd, Deb Sloat

**Department of Administration Staff Present:** Helen Betts, Peggy MacEwen, John Moore, and Paula Stoll

**Facilitator:** John Moore

**Minutes:** Helen Betts

**Welcome:** John Moore called the meeting to order at 1:01 p.m. He then turned the meeting over to Janet Kelly. Janet Kelly welcomed members and guests. She then turned the meeting over to John Moore. John reviewed the ground rules of the meeting listed on the agenda.

**Meeting Purpose:** Paula Stoll reviewed the agenda and task force charges.

**Introductions:** Advisory Council members and guests introduced themselves.

**Approval of Minutes:** As moved by Mike Cooney, and seconded by Arlynn Fishbaugh, the Advisory Council approved the May 16<sup>th</sup> draft meeting minutes with one change. Madalyn Quinlan, Office of Public Instruction, was listed as present on the minutes; the minutes were changed to list Madalyn as absent from the meeting.

**Performance Management:** Diana Piccono, Department of Agriculture, and member of the HR Work Group to the Advisory Council, presented handouts of the revisions to the following glossary of terms:

- Fully integrated performance management;
- Mission-driven performance management; and
- Talent management.

Council members discussed if the revision to the language of the definitions met their expectations, especially the language of the term “mission driven performance management”. Did the revised language clarify performance management to set clear job related expectations?

**Recommendation:** After further review and discussion, council members agreed for the HR Work Group work with Tim Burton, Alan Peura, and Tom Livers, to further define the definition for the term “mission driven performance management” and present at the next meeting. Janet

Kelly suggested the work group consider combining the two terms “fully integrated performance management” and “mission-driven performance management” into one term with one definition.

Diana Piccono also presented a recommendation to the advisory council to implement the Performance Management Guide and the supporting information. A motion was made by Arnie Fishbaugh, and seconded by Tim Burton, that State Human Resources Division build on the information and develop a guide to assist agencies to provide mission driven performance management. The advisory council approved the motion by consensus.

**Status Update on Employment Issues in Eastern Montana:** Kila Shepherd presented handouts on Recruiting and Retaining Employees in Eastern Montana. She cited the problem statement and presented recommendations. She stated that the HR Work Group had a problem with gathering data related to the issues. And she commented that the work group did not want to limit their recommendations to only those issues involving oil development.

Kila presented a draft rent allowance policy adapted from a policy Brent Rabe received from North Dakota on *Natural Resource Development Rent Allowance*. Kila suggested a wage incentive as a tier 2 response; the housing allowance will help offset the wage enough to pay rent. This could be added to the broadband pay policy and would give the flexibility to include non-union members and offers the opportunity for growth from other areas, not just in oil development.

There was a discussion about the existing policies and issues.

**Recommendations:** After further discussion, Council members recommended the HR Work Group identify and make recommendations to propose a draft umbrella policy to provide authority to agencies going forward to address next steps (housing and wages) and define or describe how an area affected is identified.

**Predominate Duty:** Peggy MacEwen opened the discussion of the charge to the advisory council to review the broadband classification plan methodology, including the “predominate duty rule” as compared to industry standards. She gave the history behind the term and how it is defined. Janet Kelly commented the predominate duty rule could be a stumbling block in establishing a pay range for a particular position. Arnie Fishbaugh agreed with Janet’s comments and she commented that many of her employees wear multiple hats and most of her staff is hindered by this rule or term.

**Recommendations:** After further discussion, Council members asked the HR Work Group to identify the pros and cons of the existing plan and suggest alternatives. Council members also asked the HR Work Group to look at the possibility of using flexibility under the broadband pay plan and development of alternative metrics to measure the effectiveness of the compensation system. The work group will present at the August meeting.

**Meeting Wrap-Up:** John Moore summarized the results of the meeting and asked for comments.

**Public comments:** Tom Antonick, Office of Public Instruction, suggested HR Work Group include all the HR managers to give them a chance to be heard as they examine the predominate duty rule.

**Closing:** Janet Kelly closed the meeting by thanking everyone for attending. The meeting adjourned at 3:25 p.m.

**The next meeting of the Advisory Council will be July 18, 2012, from 1:00 to 4:00 p.m. in Conference Room 111 of the Department Environmental Quality, 1520 East Sixth Avenue, Helena, Montana.**